

Executive Regis..

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85-4585

12 November 1985

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MEMORANDUM FOR: DCI/MAG Members

FROM: [] DCI/MAG

SUBJECT: Minutes of 15 October Meeting
and Agenda for 9 December MeetingOK 16 gwr
to []
20 Nov

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1. The following members were present at the October meeting:

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2. The October meeting addressed five agenda items.

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a) Vacancy Notice System -- []'s Issue Statement was discussed regarding the use of Vacancy Notices. The members confirmed its finding that a perception problem exists and that there is no Agency-wide requirement to use the VN system for all positions. The Issue Statement was approved, as written, to forward to the Executive Director.

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b) Elections -- [] were elected as the new Chairperson and Vice Chairperson (respectively) of the MAG.

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c) Polygraph Complaints -- This action was deferred pending [] presentation of a write-up for the next meeting.

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d) Employee Back Problems -- Discussion on this issue focussed on use of office furniture in configurations which caused employee back problems. [] stated that extensive survey and testing was conducted regarding human factors engineering before furniture was procured for the [] addition. [] will check on whether a similar study has or will be conducted before furniture procurement for the new Headquarters building.

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e) Misuse of Clerical Employees -- This issue was discussed in terms of problems caused by placement of clericals to the neediest components, while the particular application of the respective clerical's skills were a secondary consideration in placement. Perhaps more than one clerical category is needed. The MAG deferred action pending further presentation of findings by

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3. The next DCI/MAG meeting will be 9 December, 1300-1400 hours in Room 7D32 at Headquarters. Please (if you have not already done so) supply your computer "user id". The MAG meeting in January will be on the 13th from 1300 to 1400 hours.



~~Attachment:~~
~~as stated~~

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